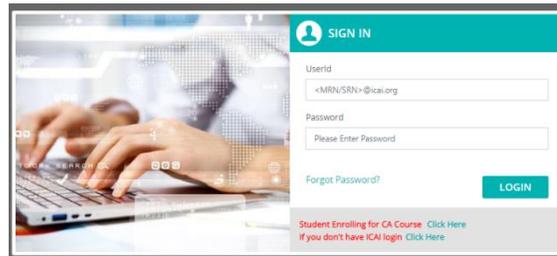




User Manual for the Articles

Logging in to ICAI Self Service Portal

As a user, you will have to login using the following URL: <https://eservices.icai.org/>



The user ID and password are shared separately with the users over email and SMS. Users need to use the same to login here.

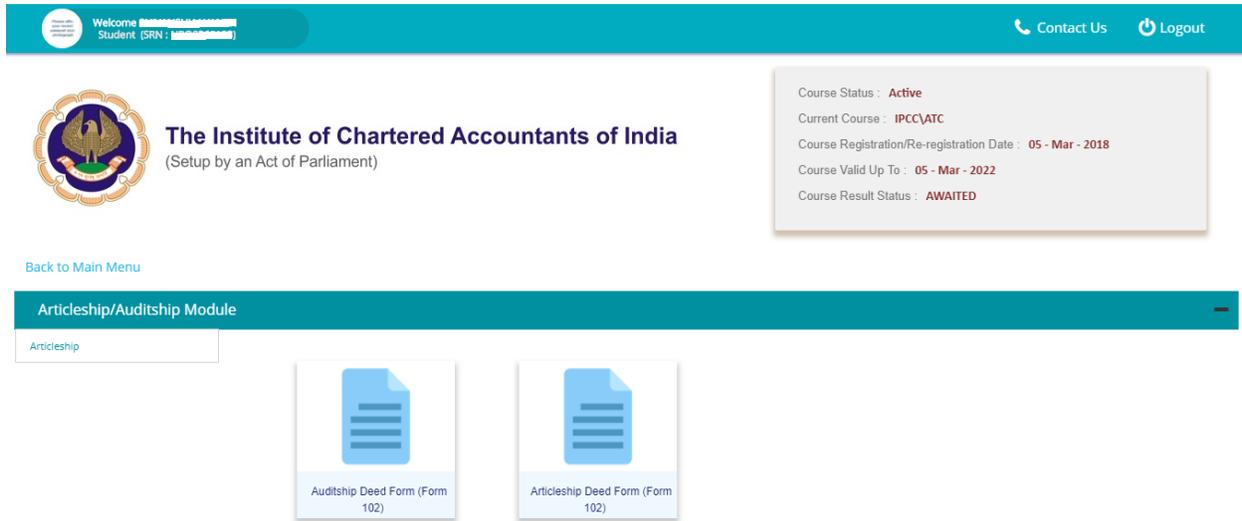
1. Enter your User Id in the **User ID** field.
2. Enter the password in the **Password** field.
3. Click the **Login** button. The following screen appears.

Student Login

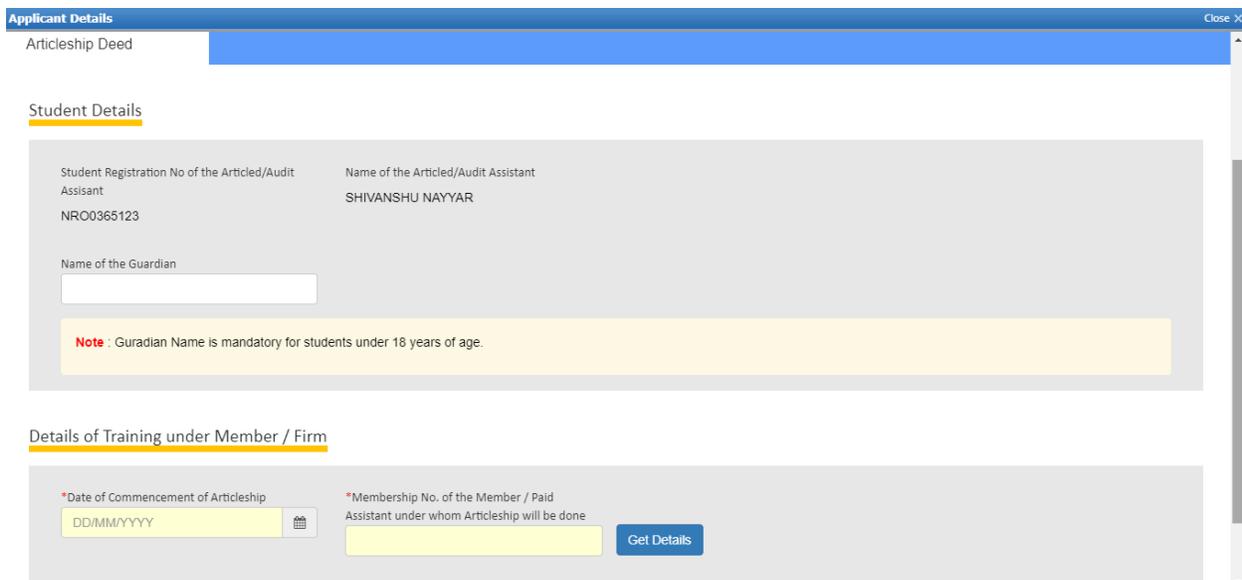
Member Login

Articleship Registration

1. Click on Articleship Menu button.
2. Click on Articleship tab.
3. The icons for articleship deed form and auditship deed form appear.



4. Click the Articleship Deed Form icon to fill the deed form.
 1. Select the Date of Commencement of Articleship.
 2. Enter the Membership No. of the Member / Paid Assistant under whom Articleship will be done and Click on Get Details button.
 3. Select the Firm under which Articleship will be done.
 4. Select the Date on which Deed is made.
 5. Click on Submit.



*

1. Download the deed pdf.
2. Execute the deed on a stamp paper and keep a scanned copy ready.
3. Click on "click here" to edit the application and fill the registration form.

Applicant Details
Close x



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Applicant Details

You have successfully submitted the deed for Articleship. You are now required to download the deed pdf and go to Articleship Registration. Please click here to [download PDF](#). Click here to [Edit the Form](#).

Student Details

Student Registration No of the Articled/Audit Assisant	Name of the Articled/Audit Assistant	Type of Training
11000100543	DEEPA VINODITA	Articleship

Details of Training under Member / Firm

Date of Commencement of Articleship	Membership No. of the Member / Paid Assistant under whom Articleship will be done	Name of the Member	Status of the Member
28/Nov/2018	11000100543	DEEPA VINODITA	FCP
		Firm under which Articleship will be done	Name of the Firm

1. If you logout and login again after executing the Articleship Deed, Go to the Submitted Applications tab and click on Articleship Deed Form icon.
2. Click on view button in the Action column.
3. Click on "click here" to edit the application and fill the registration form.

[Back to Main Menu](#)

Articleship/Auditship Module

Articleship Registration (Form 103)

Action	Application Seq No	Member type in firm	Date of End of Training (dd/MMM/yyyy)	Date of Commencement of Training (dd/MMM/yyyy)	Membership Number of Principal	Student Registration Number	Training D
	259732	Proprietor		28/Nov/2018			Saved

*

1. Verify the Personal Details displayed on the screen. If any changes are required, use the Profile change form to make the necessary changes.
2. Enter the mandatory details and click on Next button.

Father/Husband Address Details

*Name Father/Husband Name	*Address Line 1 Address Line 1	*Address Line 2 Address Line 2	Address Line 3 Address Line 3
Address Line 4 Address Line 4	*Country ---Select---	*State ---Select---	*District ---Select---
*City ---Select---	*Pincode Pincode	STD Code STD Code	Phone Number Phone Number
*Email Email	*Mobile Number Mobile Number		

[NEXT](#)

3. Verify the Qualification Details displayed on the screen. If any changes are required, use the Profile change form to make the necessary changes. Click on Next button.
4. Verify the CA Course Details displayed on the screen. If any changes are required, use the Profile change form to make the necessary changes. Click on Next button.
5. Verify the Articleship Details displayed on the screen for any previous articleship. Click on Next button.
6. Select Radio button Yes or No for Whether the articled assistant/audit clerk is actively engaged in any other business or occupation during the articleship period? and Whether the articled assistant/audit clerk has taken up any other course of study - academic or professional? If yes is selected, you are required to fill Form 112 using the Other Forms tab before final submit of the Registration Form. Click on Next.
7. Verify the Member Details displayed on the screen. Click "I Agree" and Click on Submit.

Applicant Details Close X

COP Details

Date from which the member is continuously holding the Certificate of Practice 06/Aug/2010	No. of completed years of Practice 8 years
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Firm Details

Name of the Firm ABC & CO	Member's Status Proprietor
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Declaration

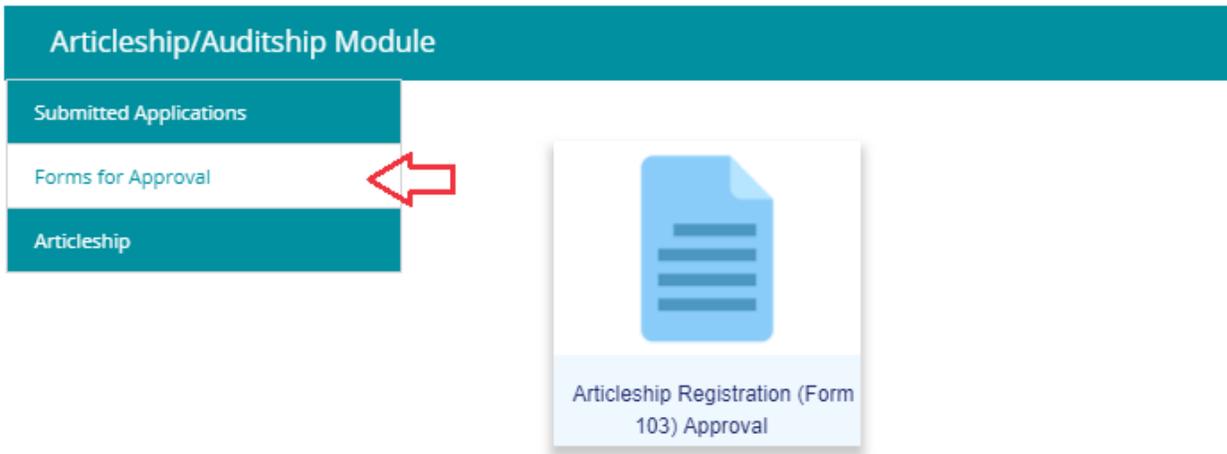
I hereby declare that the particulars given are true and correct to the best of my knowledge and belief.

I Agree

[BACK](#) [SUBMIT](#)

1. Now the member is required to login, verify the details and approve the registration form. The member can view the details using the "Forms for Approval" tab.

[Back to Main Menu](#)



Member Login

2. Once approved by the member, student is required to download the PDF, get it signed by the member and upload the scanned copy of the PDF in order to complete the registration process.

3. For uploading the signed copy of the PDFs, the student is required to login again, view the registration form in the submitted applications tab, click next on all the screens and upload the signed and scanned copy of the Deed (Form 102) and Registration (Form 103) PDF on the last screen.

4. Click on Submit and Make the fee payment, if applicable.

Document Upload

*Form 103 pdf *Deed pdf

[Click here to upload](#) [Click here to upload](#)

Payment Details

Condonation Fee	Registration Fee	Total Amount
500	2000.0	2500

I Agree

BACK

SUBMIT

Articleship Termination/Completion

Once the registration request has been approved by the regional office, the student gets registered for articleship under the specified member. The student can now see the articleship termination and articleship completion (can be seen only after completion of 3 years from the date of commencement of articleship) forms in the Articleship tab. In the Other Forms tab, the student can also see all the other forms which are applicable for him/her namely permission to study other course or engage in any business/occupation, secondment form, requisition form, and intimation of change of status of principal (can be seen only in case the student is registered under a paid assistant).

The member, at any time, will be able to view the Articleship Termination, Articleship Completion, Auditship Termination, Auditship Completion and Industrial Training Completion/Termination forms, and can fill and submit the same for the students who are registered under him/her.

To fill and submit the termination form following process is required-

1. Click on Articleship Menu button.
2. Click on Articleship tab.
3. The icon for articleship termination form appears.

The screenshot displays the ICAI student portal interface. At the top, a teal header contains the user's name 'Welcome SUPREET KAUR Student (SRN : NRO0423743)', 'Contact Us', and 'Logout' buttons. Below the header is the ICAI logo and the text 'The Institute of Chartered Accountants of India (Setup by an Act of Parliament)'. A grey box on the right shows course details: 'Course Status : Active', 'Current Course : IIPCC', 'Course Registration/Re-registration Date : 30 - May - 2015', 'Course Valid Up To : 30 - May - 2019', and 'Course Result Status : AWAITED'. A 'Back to Main Menu' link is visible. The main content area is titled 'Articleship/Auditship Module' and features a sidebar with 'Submitted Applications', 'Other Forms', and 'Articleship'. Two document icons are shown: 'Articleship Termination (Form 109/110/111)' and 'Articleship Completion (Form 108)'. A horizontal scrollbar is at the bottom.

1. Click on the icon and fill the form.
2. Select the Reason for Termination from the drop down.

Applicant Details Close X



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Certificate of Service
 Report of Practical Tra...
 Document Upload

Type Of Certificate

*Reason for Termination

Student Details

Registration No of the student M200102710	Name of the Trainee SURESH KALP
--	------------------------------------

3. Verify all the details displayed on the screen.
4. Select the date of termination and enter the no of leaves in days carefully and correctly. The details cannot be modified once submitted.
5. Enter the stipend details and click on Next button.

Applicant Details Close X

Membership Number of the Employer 50005	Name of the Employer SARABJEET SINGH GILL	Firm Id 0250001	Firm Name SILVY GILL & ASSOCIATES
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Training Details

Date of Registration 01/01/2016	Date of Commencement of Training 01/01/2016	*Date of Termination 31/10/2018
Period of Training 2 years 10 months 0 days	*No of Leaves in Days 90	

Stipend Details

*Account No 000071816	*Place of Bank Branch SANT NAGAR	*Name of the Bank BANK OF INDIA
--------------------------	-------------------------------------	------------------------------------

NEXT

Version 13.06.01

6. Enter the correct details of the Member In-charge Training, if applicable.
7. Enter the details of the work done only for the period served. Type "0" (zero) in the remaining non applicable fields.

Applicant Details Close X

Certificate of Service | Report of Practical Tra... | Document Upload

Personal Details

Membership No. of MIT Name of the MIT

Details of Work Undertaken and Training Received

Sr. No.	Particulars	First Year(Time spent in weeks)	Second Year(Time spent in weeks)	Third Year(Time spent in weeks)
1	Accounting	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Auditing (including internal Audit/ Management Audit)	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Taxation	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	Information Technology	<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Enter the details of any professional training programs attended during current articleship, if applicable. Up to 3 records can be entered using the Add New Row button.

9. Enter the general remarks given by the member about the student's conduct during the articleship period. Click on Next button.

Applicant Details Close X

6 Others(Please specify)

Summary of Professional (and Other) Training Programs attended by Students (SOPTAS)

Sr. No.	Particulars	No. of Hours
1	<input type="text"/>	<input type="text"/>

General Remarks and Comments

General Remarks or Comments

Version: 13.06.01

10. Upload the required document in support of the reason of termination mention on the first screen. Click on Submit.

Applicant Details Close X

Certificate of Service | Report of Practical Tra... | Document Upload

Document Upload

Termination Reason Supporting Document
[Click here to upload](#)

Note to upload supporting documents

REASONS FOR TERMINATION - DOCUMENT PROOFS REQUIRED ARE:

MEDICAL GROUND:
 A Certificate obtained from a Registered Govt. Doctor certifying the student's illness and with an advice of medical rest for a minimum period of three months or above. The rest period is to be from the date of termination i.e. the student can be re-registered only after three months from the date of termination of articles.

MARRIAGE:
 A copy of marriage certificate and/or marriage invitation

FAMILY SHIFTING:
 A copy of rent agreement and/or copy of Ration card/EB card/Aadhar card etc.

TRANSFER OF PARENTS:
 A copy of transfer order issued by the Company/Organisation

PARENTS MEDICAL GROUND:
 A Certificate obtained from a Registered Govt. Doctor certifying that the student's parent is suffering from illness and a copy of medical report.

11. Download the PDF which is generated, get it signed by the Members (Principal and MIT) and upload the scanned copy using the Edit Application feature as elaborated above in the Articleship Registration section.

Articleship Termination on Death of Principal

1. Click on the icon and fill the form.
2. Select the Reason for Termination as Termination on Death of Principal, from the drop down.

Applicant Details Close X



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Certificate of Service | Report of Practical Tra... | Document Upload

Type Of Certificate

*Reason for Termination
 TERMINATION ON DEATH OF PRINC 

Student Details

Registration No of the student MPC0000000	Name of the Trainee SURESH KALU
--	------------------------------------

3. Select the Name of the Surviving Partner from the drop down, in case the training is being done in a Partnership firm or Type the Name of the Legal Representative of the Principal in case the training is done in a Proprietor Firm. Legal Representative can be any Legal Heir (Blood Relative of the Member or Husband/Wife). Follow the same steps as given above in normal termination.

Applicant Details Close X

Registration No of the student M200102710	Name of the Trainee SUREET KAUR
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Member Representative

*Name of Surviving Partner
 

Member and Firm Details

Membership Number of the Employer 522905	Name of the Employer GARGANDEEP SINGH JOSHAN	Firm Id 025008N	Firm Name INDIY JOSHAN & ASSOCIATES
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Training Details

Date of Registration 01/01/2016	Date of Commencement of Training 01/01/2016	*Date of Termination <input type="text" value="DD/MM/YYYY"/> 
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Articleship Completion

1. Click on the icon and fill the form.
2. Select the Reason for Termination as Termination on Death of Principal, from the drop down.

Applicant Details Close X



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Certificate of Service
 Report of Practical Tra...
 Document Upload

Type Of Certificate

*Reason for Termination
 

Student Details

Registration No of the student M200102710	Name of the Trainee SUREET KAUR
--	------------------------------------

3. Select the Name of the Surviving Partner from the drop down, in case the training is being done in a Partnership firm or Type the Name of the Legal Representative of the Principal in case the training is done in a Proprietor Firm. Legal Representative can be any Legal Heir (Blood Relative of the Member or Husband/Wife).

Applicant Details Close X

Registration No of the student M200402740	Name of the Trainee SUREET KAUR
--	------------------------------------

Member Representative

*Name of Surviving Partner
KAMALJEET SINGH JOSHI, CA740 

Member and Firm Details

Membership Number of the Employer 522905	Name of the Employer GARANDHEEP SINGH OSAHAN	Firm Id 025008N	Firm Name INDU OSAHAN & ASSOCIATES
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Training Details

Date of Registration 01/01/2016	Date of Commencement of Training 01/01/2016	*Date of Termination DD/MM/YYYY 
------------------------------------	--	--